

1
2 ARIZONA CHAPTER
3 INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.
4 CONSTITUTION AND BY-LAWS

5 REVISED July 2011
6

7 ARTICLE I
8 NAME AND OBJECTIVE
9

10 SECTION 1: NAMES:

11
12 The ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION OF ARSON
13 INVESTIGATORS, INC. will hereinafter be referred to as the
14 "Chapter."

15
16 The Board of Directors of the Chapter will hereinafter be referred
17 to as the "Board."

18
19 The International Association of Arson Investigators will
20 hereinafter be referred to as "International."

21
22 SECTION 2: OBJECTIVE: The objectives and purpose of the Chapter
23 are:

- 24 a. To unite for mutual benefit those public officials or private
25 concerns engaged in the control of arson and kindred crimes.
26 b. To provide for exchange of technical information and
27 developments.
28 c. To encourage cooperation between public service agencies and
29 associations to further the suppression of arson.
30 d. To encourage high professional standards of conduct among
31 arson investigators and to continually strive to eliminate
32 all factors which interfere with administration of crime
33 suppression.
34 e. To foster greater professional competence in the
35 investigative technique and recognition of the crime of
36 arson.
37

38 ARTICLE II
39 MEMBERSHIP
40

41 SECTION 1: ~~DUAL ACTIVE~~ MEMBERSHIP; Membership in the International
42 and payment of initiation fees and dues to include International
43 and Chapter.
44

45 ~~SECTION 2: LIFE MEMBERSHIP; Awarded by the Board of Directors of~~
46 ~~the Chapter.~~
47

48 SECTION 2: ASSOCIATE MEMBERSHIP: Membership in the Chapter, upon
49 recommendation of the Chapter Membership Committee and approval of
50 the Board and payment of Chapter dues and initiation fees, this
51 membership will not enroll a member in the International.
52

53 ~~SECTION 3: SUSTAINING MEMBERSHIP; As per the International~~
54 ~~guidelines except the Chapter Board will set the cost of~~
55 ~~Membership.~~

56
57 **SECTION 3: 4: PERSONAL QUALIFICATIONS; The Chapter will apply the**
58 **same qualifications as contained in the International Constitution**
59 **and bylaws. Same as International By laws.**

60
61 **SECTION 4: 5: MEMBERSHIP APPROVAL; The Chapter will approve**
62 **Associate Membership in the same manner as provided by the**
63 **International Constitution and By-laws. Approval of Active Dual**
64 **Membership will be pursuant to the International Constitution and**
65 **By-laws. Same as International By laws.**

66
67 **ARTICLE III**
68 **ELECTION, TERMS AND OFFICES**
69

70 **SECTION 1: ELIGIBILITY FOR OFFICE:**

- 71 a. Must have been an **Active Dual** Member of the Chapter in good
72 standing for at least two years to run for the Board.
73 ~~b. Must be a Member in good standing of the International.~~
74 ~~c. An Officer may not succeed themselves.~~
75 d **b.** Must have served two years on the Board to run for the
76 elected position of Second Vice-President.

77
78 **SECTION 2: OFFICERS:** The Officers for the Chapter are **the** as
79 ~~follows,~~ President, First Vice-President, Second Vice-President,
80 Secretary, and Treasurer, Sergeant-at-Arms and Historian. The
81 offices of President, First Vice President and Second Vice-
82 President shall be elected by the Active members of the Chapter by
83 ballot via email on the website prior to or at the Annual Meeting
84 in a manner prescribed by the Board of Directors or its designee.
85 The Secretary, Treasurer, Sergeant at Arms and Historian shall be
86 appointed by the president.

87
88 **SECTION 3: BOARD OF DIRECTORS:** The Board of Directors consists of
89 the officers and six other duly elected **Active Board** Members. **The**
90 **offices of Secretary, Treasurer, Sergeant-at-Arms and Historian**
91 **are non-voting positions.**

92
93 **SECTION 4: TERMS OF OFFICE:**

- 94 a. The President, First Vice-President and Second Vice-President
95 shall serve a one-year term and shall not succeed themselves.
96 b. The duly elected **Active Board** Members of the Board of
97 Directors shall serve a three-year term. The terms shall be
98 arranged **so** that two Board terms are up each year.
99 ~~e. Second Vice-President shall advance until reaching the Office~~
100 ~~of President.~~
101 c. Members of the Board of Directors shall not succeed
102 themselves from an expiring two full terms.
103 d. ~~The Chapter year starts October 1st and~~ Changes in Officers,
104 **Board Members and Committee memberships** will take effect on

105 ~~this date~~ **at the conclusion of the Annual Meeting.**

- 106 e. The Secretary, Treasurer, Sergeant-at-Arms and Historian
107 shall serve in office until resignation, removal by the
108 President, or removal pursuant to Article IV, Section 11 of
109 the Constitution and By-laws.
110

111 **SECTION 5: VACANCIES:** In the event of a vacancy occurring on the
112 Board ~~of Directors~~ between Annual Meetings, the vacancy or
113 vacancies shall be filled by the President. The appointed Member
114 or Members of the Board ~~of Directors~~ shall hold office only until
115 the next Annual Meeting. The vacant position shall be filled by
116 election for the remaining portion of the original term. In the
117 event of a vacancy in the Office of President, First
118 Vice-President, or Second Vice President between Annual Meetings,
119 the vacancy or vacancies shall be filled by the Board ~~of Directors~~
120 and the newly appointed Officers shall hold office only until the
121 next Annual Meeting. If a Member of the Board ~~of Directors~~ fills
122 the vacant Officer position, the Board seat will not be filled and
123 the time will be counted as Board time. In **the** event, that more
124 ~~then~~ **than** one Officer position is vacant at the time of the Annual
125 Meeting the elected Officer will move up, and the lesser ~~chair~~
126 **officer position** will be filled by election.
127

128 **SECTION 6: ELECTIONS; APPOINTMENTS:**

- 129 a. ~~The President, First Vice President and Second Vice President~~
130 ~~and Members of the Board of Directors shall be elected by the~~
131 ~~Active Members of the Chapter prior to or at the Annual~~
132 ~~Meeting of the Chapter, in a manner prescribed by the Board~~
133 ~~of Directors or its designee. The office of Second Vice-~~
134 ~~President shall be elected on an annual basis by the Active~~
135 ~~Dual Members of the Chapter by ballot on the website prior to~~
136 ~~or at the Annual Meeting in a manner prescribed by the Board~~
137 ~~or its designee. When the Second Vice-President is elected,~~
138 ~~the previous Second Vice-President shall automatically become~~
139 ~~the First Vice-President, and the previous First Vice-~~
140 ~~President shall automatically become the President. The~~
141 ~~Secretary, Treasurer, Sergeant-at-Arms and Historian shall be~~
142 ~~appointed by the president.~~
143 b. **Past Presidents must serve an elected term on the Board**
144 **before running for the Office of Second Vice-President a**
145 **second time, and must follow the procedures in the By-Laws to**
146 **run for Second Vice-President, except that a Board Member who**
147 **was appointed by the Board to fill an unexpired term of**
148 **President shall be eligible for nomination and election as**
149 **Second Vice-President immediately after serving as appointed**
150 **President.**
151 c. **Active Dual Members may receive and cast their ballots upon**
152 **proper verification of active Dual Membership, prior to or at**
153 **the Annual Meeting in a manner prescribed by the Board of**
154 **Directors or its designee.**
155

156 **SECTION 7: NOMINATING PROCEDURES: The name of Any Active Dual**

157 Member meeting the eligibility for office requirements may be
158 ~~nominated~~ **submitted to the Nominating Committee** for the **position**
159 **of Board Member** ~~of Directors~~ or Second Vice-President ~~to the~~
160 ~~Nominating Committee. The Nominating Committee is made up of Past~~
161 ~~Presidents in good standing.~~

162
163 **ARTICLE IV**
164 **GOVERNMENT**
165

166 **SECTION 1: BOARD OF DIRECTORS:** The government of the Chapter shall
167 be vested in the Board ~~of Directors~~. Four members of the Board
168 shall constitute a quorum.
169

170 **SECTION 2: DUTIES AND POWERS:** The Board shall have full powers to
171 initiate and transact all kinds of business necessary to the
172 existence of the Chapter and the observance of its purpose. The
173 Board shall determine the date and location of the Annual Meeting
174 and shall outline the program of activities during such Meeting.
175 They shall have general powers to direct, control, and supervise
176 the affairs of the Chapter. All Officers of the Chapter are
177 expected to encourage, aid, and assist in every way possible in
178 the development and activities of the Chapter.
179

180 **SECTION 3: PRESIDENT:** The President shall be the Chief Executive
181 Officer of the Chapter, and it shall be his/her responsibility to
182 supervise and coordinate the activities of the Chapter and to
183 preside at Meetings of the Chapter and of the Board ~~of Directors~~.
184 He/she shall appoint appropriate Committees for the conduct of the
185 activities of the Chapter and at each Annual Meeting of the
186 Chapter, he/she shall announce to the Membership those individuals
187 appointed to serve on all Standing Committees. In addition, he/she
188 shall require reports at each Annual Meeting, and ~~otherwise~~
189 **desired at other meetings as requested by the President** from the
190 Committees so appointed and the Officers of the Chapter.
191

192 **SECTION 4: FIRST VICE-PRESIDENT:** In the absence of the President,
193 the First Vice-President shall be the Chief Executive Officer and
194 shall act as such. He/she shall also act as Chairperson of the
195 Finance and Audit Committee. He/she shall be responsible for
196 ensuring the filing of the Annual Tax Report, both State and
197 Federal, is completed. He/she shall oversee all Committee Chairs
198 and ensure SOP's and reports are current and ~~turned in~~ **that any**
199 **proposed amendments to the SOP's are submitted to the Board for**
200 **its approval.**
201

202 **SECTION 5: SECOND VICE-PRESIDENT:** In the absence of the President
203 and First Vice-President, the Second Vice-President shall perform
204 the duties of the President. He/she shall serve on the Finance
205 Committee.
206

207 **SECTION 6: SECRETARY:** The Secretary shall keep the records and
208 minutes of the Chapter and shall maintain currently the roll of

209 Members, the Constitution, and all other documents of value. It
210 shall be the Secretary's duty to receive and acknowledge all
211 communications of the Chapter or that may be submitted to the
212 Secretary by Officers of the Chapter and perform such duties as
213 assigned by the President. **At the sole discretion of the Board,**
214 **the Secretary may receive a monthly compensation for duties**
215 **he/she performs as part of the Secretary position. That**
216 **compensation shall be negotiable, dependent upon the Chapter's**
217 **financial standing. The amount shall be reviewed yearly.**
218

219 **SECTION 7: Treasurer:** The Treasurer shall be custodian and sole
220 depositor of the general funds of the Chapter and shall disburse
221 such funds by check **or by electronic payment** as herein authorized
222 or upon approval of the Board ~~of Directors~~ for purposes which
223 promote the welfare and objectives of the Chapter. **The Board shall**
224 **designate at least one Dual Member of the Chapter to have**
225 **signatory rights on the Chapter's bank account(s). The Board may**
226 **designate one or more Dual Members of the Chapter to utilize the**
227 **Chapter credit card for Chapter purposes, but the Treasurer shall**
228 **be responsible for the payment of any Chapter credit card**
229 **statements.** In the absence of the Treasurer, the second signer on
230 the checking account may act in the ~~Secretaries~~ **Treasurer's**
231 behalf. The Treasurer shall render a complete summary of all
232 income, disbursements and balances whenever requested by the Board
233 and to the Members at each regular Meeting. A written copy of this
234 report shall be made available to any Member upon request. The
235 ~~Treasurer Chapter~~ shall **obtain a bond on the Treasurer to**
236 **for the benefit of** the Chapter in the form and amount as
237 designated by the Board, the cost thereof to be paid by the
238 Chapter. **At the sole discretion of the Board,** the Treasurer may
239 receive a monthly compensation for duties he/she performs as part
240 of the Treasurer position. That compensation shall be negotiable,
241 dependent upon the Chapter's financial standing. The amount shall
242 be reviewed yearly.
243

244 **SECTION 8: Sergeant-at-Arms:** The Sergeant-at-Arms shall be
245 responsible for maintaining the proper decorum at all scheduled
246 meetings of the Board ~~of Directors~~. The Sergeant-at-Arms shall
247 have the authority to request anyone in attendance at a scheduled
248 meeting of the Board ~~of Directors~~ who is causing an undue
249 disturbance to refrain from such disturbance or to leave the
250 meeting room if such disturbance is not refrained. This authority
251 shall not extend to any physical contact with anyone.
252

253 **SECTION 9: Historian:** The Historian shall be the custodian of all
254 photographs, documents, and other memorabilia of the Arizona
255 Chapter. The Historian shall be responsible for maintaining all
256 such items of the Arizona Chapter in a central repository in an
257 organized manner, so that the history of the Arizona Chapter will
258 be preserved and memorialized. The outgoing Historian shall
259 deliver the collection of photographs, documents, and other
260 memorabilia to the incoming Historian, so that there will be no

261 discontinuity of maintaining the historical records of the Arizona
262 Chapter. **The documents may be electronically scanned and stored,**
263 **but the original documents shall be preserved for posterity.**
264

265 **SECTION 10: EX-OFFICIO MEMBERS:** All ~~retiring~~ **past** Presidents shall
266 become ex-officio members of the Board ~~of Directors~~ **upon**
267 **conclusion of their terms.** They shall have the privilege of
268 attending and participating in all meetings of the Board, but
269 shall not have voting power in such meetings.
270

271 **SECTION 11: REMOVAL FROM OFFICE AND/OR MEMBERSHIP:** The Board ~~of~~
272 ~~Directors~~ shall have the power to remove from office any Officer,
273 Board Member or Member of the Chapter for **good cause as determined**
274 **by the Board. Good cause can be based on evidence presented to or**
275 **offered by the Board or submitted in writing by the Ethical**
276 **Practices and Grievance Committee.** ~~any of the following:~~

277 a. ~~Conduct or actions that would tend to discredit or lead to~~
278 ~~disrepute of the Chapter or International.~~

279 b. ~~For good cause as submitted in writing by the Ethical Practices~~
280 ~~and Grievance Committee.~~

281
282 **Such action of removal shall require a two-thirds (2/3) majority**
283 **vote of the Board. In such action, the President shall be**
284 **permitted to vote, regardless of whether there is or is not a tie**
285 **vote.** Any Officer or Member shall have the right to appeal the
286 removal from office or membership, provided a written request
287 challenging the removal is received by the President no later than
288 thirty days following the date of removal.
289

290 291 **ARTICLE V** 292 **MEETINGS** 293

294 **SECTION 1: ANNUAL CHAPTER MEETING:** The Annual **Chapter** Meeting
295 shall be held **in July of each year** at such time and place as may
296 be fixed by the Board ~~of Directors~~. Notice hereof shall be emailed
297 and/or posted on website for each Member to view, not less than 30
298 days in advance. Elections results and other business may be
299 presented at the Annual Meeting. When any question comes before
300 the Meeting not specifically provided for herein, the Presiding
301 Officer shall be governed in their decision, by the rules laid
302 down in "Roberts Rules of Order." **Executive Sessions are permitted**
303 **in the same manner as outlined in Article V, Section 3.**
304

305 **SECTION 2: SPECIAL CHAPTER MEETING:** Special **Chapter** Meetings may
306 be called by order of the Board ~~of Directors~~ at such time and
307 place fixed by the Board, giving due notice thereof to all Members
308 at least 10 days in advance.
309

310 **SECTION 3: VOTING BALLOTS:** **All Active Dual Members who wish to**
311 **vote by ballot shall do so prior to or at the Annual Meeting in a**
312 **manner prescribed by the Board of Directors or its designee.**

313 **SECTION 3 4: BOARD of DIRECTORS MEETINGS:**

- 314
- 315 **a. CALL OF MEETINGS:** The Board ~~of Directors~~ shall meet at
316 anytime or place upon call of the President or of any **5 five**
317 **voting** Members of the Board. The Board must meet at least 3
318 times a year.
- 319 **b. QUORUM:** In order to take action, there must be a quorum of
320 **four voting members of the Board.**
- 321 **c. EXECUTIVE SESSION:** During a Board meeting, and at the request
322 of any voting Board member, the Board may go into executive
323 session to discuss personal matters that may affect the Board
324 or the Chapter. Any statements made during executive session
325 should not be made public. No action shall be taken during an
326 executive session.
- 327 **d. VOTING:** Unless otherwise provided in the Constitution and By-
328 Laws, any matter submitted to the Board at a meeting shall be
329 resolved by a majority of the votes cast. Except as provided
330 in Art. IV, Section 11, the President shall not vote unless
331 there is a tie, in which case, the President shall have the
332 deciding vote.
- 333 **e. PROXY VOTING:** Voting by proxy shall not be permitted at any
334 meeting.
- 335 **f. ACTION BY BOARD WITHOUT A MEETING:** Any action required or
336 permitted to be taken at a meeting may be taken without a
337 meeting by e-mail or other electronic means, provided that
338 sufficient notice is given to the Board of the subject matter
339 to allow the Board Members to participate.
- 340 **g. Remote Attendance:** An Officer or Board Member may participate
341 in any Board Meetings by telephone or other electronic means
342 authorized by the Board, provided that at least four (4)
343 voting members of the Board are personally present at the
344 meeting.

345

346 **ARTICLE VI**

347 **COMMITTEES:**

348

349 **SECTION 1: STANDING COMMITTEES;** The following Committees shall be
350 Standing Committees of the Chapter:

351

352 **A. Finance and Audit:** The committee shall be responsible for all
353 financial matters involving dues, expenses, income, salaries (if
354 any), and/or other financial matters incurred by or on behalf of
355 the Chapter. In addition, the committee will see that the proper
356 planning, budgeting and review is carried out during the year.
357 The voting members of the committee shall be the First Vice-
358 President, the Second Vice-President and an ~~Active~~ Dual Member
359 appointed by the President. Ex-Officio non-voting members of the
360 Committee shall be the Treasurer, the Education and Training
361 Committee Chair and the Store Manager.

362

363 **B. By-Laws:** The duties of the committee shall be to advise the
364 Officers, Board Members, and Members of the Chapter on matters

365 pertaining to the By-Laws and Standard Operating Procedures. In
366 the event of proposed changes, it shall further be the duty of
367 the committee to review and prepare the proposed changes in a
368 suitable format for presentation to the Officers, Board Members,
369 and Members of the Chapter.
370

371 **C. Ethical Practices and Grievances:** The duties of the committee
372 shall be to investigate any and all allegations of misconduct
373 directed toward the Officers, Board Members, or Members of the
374 Chapter. Allegations of misconduct shall include, but are not
375 limited to, the following: (1) criminal offenses, (2) neglect of
376 duty, (3) violation of the Code of Ethics, policies, rules or
377 procedures of the Chapter, and (4) conduct that tends to reflect
378 unfavorably on the member of the Chapter. Following the
379 completion of an investigation, the Committee shall forward the
380 results and recommendations in writing to the Board, which shall
381 take whatever action it deems appropriate, pursuant to the
382 Constitution and By-Laws of the Chapter or of International.
383

384 **ED. Membership Committee:** The committee shall promote, encourage
385 and solicit membership in the Chapter through any appropriate
386 means. In addition, the Committee shall maintain the membership
387 roster, exchange membership information with all Officers, Board
388 Members and other Committee Chairs, as requested, and shall
389 submit to International any International dues it receives from
390 Members.
391

392 **DE. Nominating Committee.** The committee shall provide ballot forms
393 and procedures for voting, administer the voting prior to or at
394 the Annual Meeting, and oversee the security and tallying of all
395 votes cast. The Nominating Committee is made up of Past Presidents
396 in good standing, with the Immediate Past President serving as the
397 chair of the committee.
398

399 **EF. Education and Training Committee:** The committee shall oversee
400 the education and training portion of all Chapter seminars and
401 training. The committee shall further encourage, solicit, and
402 assist in the development of new and innovative ideas for the
403 education and training of the Chapter's Members and the fire
404 investigation community as a whole.
405

406 **FG. Arizona Advisory Committee on Arson Prevention (AACAP):** The
407 Committee shall be composed of the Board and shall take action
408 pursuant to the procedures contained in these By-Laws. Pursuant
409 to Arizona Revised Statutes §41-2167, the committee shall receive
410 and consider nominations from public agencies for awards from the
411 Arson Detection Reward Fund and shall recommend the names of
412 individuals and award amounts to the State Fire Marshall's
413 Office.
414

415 **GH. Certified Fire Investigator:** The committee shall administer
416 the test for Certified Fire Investigators in accordance with the

417 Practice and Procedures Manual of the International Association
418 of Arson Investigators. Additionally, the committee shall be
419 responsible to promote and encourage participation in the
420 Certified Fire Investigators program by all qualified persons.
421

422 **HI. Awards:** The committee shall be responsible for requesting,
423 receiving, and reviewing award nominations for Investigator of
424 the Year, Attorney of the Year and the Annual Frank J. Molina
425 Distinguished Service Award. The committee shall submit its award
426 recommendations to the Board for approval.
427

428 **J. Appellate Review.** The Committee shall review, upon written
429 request, actions taken by the Board of Directors resulting in
430 adverse action being imposed upon any officer, member of the
431 Board of Directors, or members of the Association. The Standing
432 Committee shall consist of an odd number of not less than three
433 (3) Past Presidents who are Active Dual Members, with the
434 exception of the immediate Past President.
435

436 **SECTION 2: STANDARD OPERATION PROCEDURES;** The Standard Operating
437 Procedures (SOPS) for each Standing Committee shall be established
438 prepared by the respective committee, and then reviewed and
439 approved by the Board of Directors as needed.
440

441 ~~**SECTION 3: Nominating Committee;** The duties of the Nominating
442 Committee shall include the publication and procedures for voting,
443 the administration of, and being the administrator for the voting
444 prior to or at the Annual Meeting, and the security and tallying
445 of all votes cast.~~
446

447 **ARTICLE VII** 448 **FINANCE**

449
450 **SECTION 1: DUES:** Dues for Active Dual Membership in the Chapter
451 shall be determined by International and the Board. Dues for
452 Associate Membership shall be as determined by the Board of
453 Directors.
454

455 **SECTION 2: AUDIT:** The Finance and Audit Committee shall make an
456 audit of review the financial accounts of the Executive Secretary
457 at each Meeting Chapter within 45 days after the end of each
458 fiscal year, and shall verify report to the Board all assets and
459 liabilities of the Chapter.
460

461 **SECTION 3: GIFTS OR GRANTS:**

462 A. All gifts or grants to the Chapter may be accepted by the
463 Board of Directors. The Executive Secretary shall make proper
464 acknowledgments of all such gifts or grants accepted.

465 B. **Corporate Donations:** A corporation, partnership or other
466 legal entity may make a donation to the Chapter that will
467 entitle it to be recognized by the Chapter at Chapter
468 functions, at the following levels:

469
470 Platinum: \$500.00 or more per year
471 Gold: \$350.00 to \$499.99 per year
472 Silver: \$200.00 to \$349.99 per year
473

474 **SECTION 4: BUDGET:** The Officers and Committee Chairs of the
475 Chapter shall submit a budget for the next fiscal year to the
476 Finance Committee forty-five days before the start of the ~~new~~
477 **next fiscal** year. The Finance Committee will review and make
478 recommendations and submit the budget to the Board for approval
479 or disapproval. The Board must ~~have~~ **approve** the budget **prior to**
480 the start of the next **fiscal** year. If the budget is disapproved
481 by the Board, then the Board, Officers, and Finance Committee
482 shall meet to reach an agreement to finalize the budget.
483

484 **Section 5: FISCAL YEAR:** The fiscal year of the Chapter shall be
485 **as approved by the Board and the Internal Revenue Service.**
486

487 **ARTICLE VIII**
488 **REQUIREMENTS AMENDMENT**
489

490 **SECTION 1: REQUIREMENTS FOR CONSTITUTION AND BY-LAWS AMENDMENTS:**
491 Proposed **amendments to the Constitution and** By-laws and ~~Committee~~
492 ~~Standard Operating Procedures (SOPS) changes~~ must be submitted to
493 the By-Laws Committee before presentation to the Board of
494 Directors. **The By-Laws Committee shall review the proposed**
495 **amendments to determine whether they are in conflict with the**
496 **International Constitution and By-Laws and the Chapter**
497 **Constitution and By-Laws. If the proposed amendments appear to be**
498 **in conflict, the By-Laws Committee will inform the Board, which**
499 **will then determine if there is a conflict. If not in conflict**
500 ~~with the International Constitution and By-Laws,~~ the Board shall
501 **vote on whether to approve and send the proposed amendments to a**
502 **vote by the Members.** The Constitution and By-laws may be amended
503 at any regular or special Meeting of the Chapter by a vote of
504 two-thirds of the Members present **and voting.** ~~providing they are~~
505 ~~not found to be in conflict with the International By laws by the~~
506 ~~Chapter By Laws Committee.~~ **The International Constitution and**
507 **By-Laws shall apply to control over** items not covered by the
508 Chapter **Constitution and** By-Laws.
509

510 **SECTION 2: REQUIREMENTS FOR STANDARD OPERATING GUIDELINES (SOG)**
511 **AMENDMENTS:** Proposed amendments to the Committee Standard
512 Operating Guidelines (SOG) must be submitted to the By-Laws
513 Committee before presentation to the Board. The By-Laws Committee
514 shall review the proposed SOP amendments and submit them to the
515 Board for approval. If approved by the Board, the SOP amendments
516 shall take immediate effect.
517

518 ~~**SECTION 2: Voting Ballots;** All Active Members who wish to vote by~~
519 ~~ballet shall do so prior to or at the Annual Meeting in a manner~~
520 ~~prescribed by the Board of Directors or its designee.~~

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ARTICLE IX
OFFICIAL ORDER OF BUSINESS

SECTION 1: ORDER OF BUSINESS: Meetings shall be:

- a. Call Meeting to Order
- b. Roll call of Officers
- c. Reading of the minutes
- d. Officers reports
- e. Committee reports
- f. Old Business
- g. New Business
- h. Good of the Order



BYLAWS REVISIONS

536
537
538 DATE REVISION
539
540 2/29/88
541 ARTICLE IV, SECTION 6, LINE 11, Add General before the word
542 funds.
543
544 2/29/88
545 ARTICLE IV, SECTION 6, LINE 14, Add In the absence of the
546 Secretary, the second signer on the checking account may act
547 in the secretary's behalf.
548
549 9/16/88
550 ARTICLE II, SECTION 5, Delete except the body votes to
551 accept members.
552
553 9/89
554 ARTICLE VII, Add SECTION 6: BUDGET; The officers of the
555 Chapter shall submit a budget for the next fiscal year to
556 the Finance Committee forty-five days before the start of
557 the new year. The Finance Committee will review and make
558 recommendations and submit the budget to the Board for
559 approval or disapproval. The Board must have the budget at
560 least fifteen days before the start of the next year. If the
561 budget is disapproved by the Board, then the Board,
562 Officers, and Finance Committee shall meet to reach an
563 agreement to finalize the budget.
564
565 9/93
566 ARTICLE III SECTION 1: ITEM a. Change "three years" to
567 "two years".
568
569 ARTICLE III SECTION 2: Add "Secretary/Treasurer"
570
571 ARTICLE III SECTION 3: Delete "plus the Immediate past
572 President"
573
574 ARTICLE IV SECTION 1: Add "four members of the Board shall
575 constitute a quorum."
576
577 ARTICLE IV SECTION 6: Replace "Executive Secretary" with
578 "Secretary/Treasurer"
579
580 Add, "The Secretary/Treasurer shall receive a monthly
581 compensation for duties he/she performs as part or the
582 Secretary/Treasurer position. That compensation shall
583 be negotiable, dependent upon the Chapter's financial
584 standing. The amount shall be reviewed yearly."
585
586
587 ARTICLE IV SECTION 7: Change to SECTION 8:
588

589
590 ARTICLE IV SECTION 7: Add EX-OFFICIO MEMBERS. All retiring
591 Presidents shall become ex-officio members of the Board of
592 Directors. They shall have the privilege of attending and
593 participating in all meetings of the Board, but shall not
594 have voting power in such meetings.
595

596 ARTICLE VII SECTION 1: Add "The fiscal year of the Chapter
597 shall be October 1st - September 30th."
598
599

600 07/94

601 Article III Section 1: Item "d", Change "three years" to "two
602 years". It will read, Must have served "two years" on the
603 board to run for the elected position of second vice-
604 president.
605

606 Article VII Section 1 Change "\$10.00 a year" to \$25.00 a
607 year. It will read: Dues for Active and Associate Membership
608 in the Chapter shall be \$25.00 a year.
609

610 Article VII Section 2, Change initiation fee of \$5.00 to
611 \$10.00. It will read: Initiation fee of \$10.00 must be paid
612 when applying or reapplying for membership in the chapter.
613

614 06/06/97

615 Article VII Section 1 Change "Dues for active and associate
616 membership in the chapter shall be October 1st to September
617 30th". It will read: Dues for active and associate
618 membership in the chapter shall be April 1st to March 31st.
619

620 06/12/98

621 Article VI Section 1 Add "H. Arizona Advisory Committee on
622 Arson Prevention"
623

624 10/25/00

625 Article III Section 2 From "and Secretary/Treasurer" to
626 Secretary and Treasurer. Note: Separation proposed at the
627 July 2000 Board Meeting and approved during the October 2000
628 General Meeting.
629

630 10/25/00

631 Article IV Government, Section 6 and Section 7 and
632 renumbering Section 7 and Section 8 to reflect the
633 separation of the separation of positions and duties of the
634 Secretary and Treasurer positions. Note: Separation proposed
635 at the July 2000 Board Meeting and approved during the
636 October 2000 General Meeting.
637

638 9/5/03

639 Article IV Government, Section 4, 5, 6 & 7 to add additional
640 duties of First Vice-President, Second Vice-President,
641 Secretary and Treasurer; Article VI, Section 2 to provide

642 for absentee balloting; Article VIII, Section 2 to provide
643 for absentee balloting.

644
645 9/9/05

646 Article III, Sections 2, 4 and 6 to add additional appointed
647 offices of sergeant-at-arms and historian and to clarify
648 which officers are elected and which are appointed; Article
649 IV to clarify section 11 as to the procedure for removal of
650 an officer or member and to renumber sections 8 and 9 as 10
651 and 11 respectively and to add new sections 8 and 9 to
652 describe the duties of sergeant-at-arms and historian.

653
654 9/7/07

655 Art. VII, Section 1 was changed to raise the Chapter Dues to
656 \$25 per year. To insure historical accuracy, Sections 1, 2 &
657 3 as of 9/7/07 read as follows:

658
659 **SECTION 1: DUES:** Dues for Active Membership in the Chapter
660 shall be \$25.00 a year. Dues for active, membership shall
661 coincide with the renewal date for international membership,
662 and associate membership in the chapter shall be April 1st
663 to March 31st. The fiscal year of the chapter shall be April
664 1st to March 31st. October 1st to September 30th.

665
666 **SECTION 2: INITIATION FEE:** Initiation fee of \$10.00 must be
667 paid when applying or reapplying for Membership in the
668 Chapter.

669
670 **SECTION 3: REAPPLYING FOR MEMBERSHIP;** The initiation fee must
671 be paid every time a person has let his Membership run out,
672 which shall be 90 days past the renewal date.

673
674 7/16/08

675 Deleted Art. II, Section 2 on Associate Members, because
676 there is no longer such a membership in light of the Joint
677 Membership program with International.

678
679 7/16/08

680 Art. IV, Section 4: Added additional duties for First Vice-
681 President to include insuring the filing of the Annual Tax
682 Report and to oversee all Committee Chairs and ensure that
683 SOP's and reports are current and turned in.

684
685 7/16/08

686 Art. VI, Section 1: Deleted subsection C "Ethical Practice &
687 Grievance", because now that we have joined the International
688 Joint Membership Program, all EP&G matters must be referred
689 directly to the International Ethical Practice & Grievance
690 Committee; Changed newly numbered subsection E to "Certified
691 Fire Investigator" from "Certification" to more accurately
692 define the Committee; Added subsection H as "Awards"
693 Committee.

694
695

DRAFT

696 7/16/08
697 Art. VII, Sections 1, 2 & 3: "Associate" was removed, because
698 there is no longer such a membership now that we are in the
699 Joint Membership Program; The reference to \$25 dues, the
700 coinciding of renewal dates for active and associate dues,
701 and the reference to the fiscal year were all deleted.
702
703 7/16/08
704 Art. VIII, Section 1: The word "Board of Directors" was
705 substituted for the word "Chapter".
706
707 7/16/08
708 Art. IX, Section 1 read as follows before the changes:
709
710 a. Opening Ceremony
711 b. Prayer by the President
712 c. Pledge to the U. S. Flag
713 d. Roll call of Officers
714 e. Reading of the minutes
715 f. Officers reports
716 g. Committee reports
717 h. Bills are called for by the chair
718 i. Communications
719
720 7/15/10
721 Art. III, Sections 2 & 6, Article V, Section 1, Article VI,
722 Section 3, and Art. VIII, Section 2 were amended to delete
723 absentee balloting and to provide for on-line voting prior to
724 or at the Annual Meeting.